# THE MAGNET

**ENCOMPASS Newsletter**

Issue 9                                                                 August 8, 2007

## Balancing and Reconciliation
### Update

During the first 6 months of FY 2008, beginning July 1, you must be fully using both the PeopleSoft 8.9 system and the Auditor's GEAC system. In order to ensure that your PeopleSoft information is correct, it is critical that you reconcile and balance the two systems.

Agencies should balance all Financial Objects (starting with 1 – 5) with AOS. SBA will load the 6/30/07 balances for Cash and Fund Balance (starting with 1 and 3) into the Actuals ledger. Agencies are responsible for all revenue and expenditure transactions and the cash impact of those transactions. Agencies are also responsible for verifying that all purchase orders encumbered at AOS are encumbered for the same amount in PeopleSoft. SBA will balance APPROP and ALLOT objects with AOS SBA will record the cash and fund balance impact of budgetary transactions (i.e. Admin Action).

The ENCOMPASS team has provided its Balancing and Reconciliation presentation to over 230 State employees to date. The training and reference document from this session can be found at the ENCOMPASS website: http://myshare.in.gov/sba/encompass/default.aspx. GMIS provides ongoing balance and reconciliation training for PeopleSoft as well. See https://financial.gmis.in.gov/SOI/soi_fs_info.html for more information about these classes.
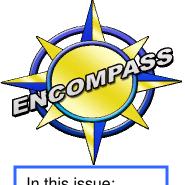
## Project Plan Checklist
### Overview

Based on the ENCOMPASS Agency "Top Ten" Action Items list that was introduced during the June Town Hall meeting, the ENCOMPASS project team has developed a high-level project plan checklist template that can be tailored and used by agencies to help prepare for the ENCOMPASS implementation.

The goal of the project plan checklist is to provide agencies with a simple structured approach that does not create an undue burden on your current workload. The template lists activities, which when executed and monitored correctly, will help agencies successfully transition to ENCOMPASS.

The template and corresponding instructions presentation are located on the ENCOMPASS website. Contact your ENCOMPASS Organizational Change Management (OCM) representative for more information.

# Chartfield Mapping
## Update

The Core Chartfield Data Mapping is proceeding well as over 80% of agencies are mapped. A batch of new HR departments was recently added and this should provide the agencies the data needed to complete this phase of mapping very shortly.

We've also moved into the Project Chartfield phase of mapping. Group 1 of this phase is all of the agencies that were involved with the Project Approach Team that worked on a state-wide approach of processing federal grants capital projects. These agencies have been working on specifying the project related field values they'll need for mapping. Group 2 of this phase is all agencies that use the Project module today, but were not part of Group 1. They were recently given a presentation on the grants and capital project approach and have begun identifying the values they will want to use. Once these values are loaded into the mapping tool, both groups will proceed with their mapping.

Group 3 of Project Chartfield mapping is all of the other agencies that do not now use the Projects module but will need to because they have federal grants or capital projects. This group will be provided training on the Projects Module and the state approach to federal grants and capital projects. Then, like the first 2 groups, they will submit project chartfield values and then do their mapping.

Much emphasis will be placed on getting this mapping done as quickly as possible because the data is needed for comprehensive conversion testing. If you feel you should have been included in one of the first two groups and were not, or if you want to make sure you are included in Group 3, send an email to ENCOMPASS@sba.in.gov to let us know.

# GMIS Website
## More Resources Available Online

GMIS continues to expand the list of online help documents and walkthroughs available on its website. These documents are available to all PeopleSoft users and provide a quick reference of understanding for how to perform common processes in PeopleSoft. Recently added walkthroughs include:

- 8.9 Reconciliation of PeopleSoft Financials to the Auditor
- Reconciling Pre-encumbrances
- PeopleSoft 8.9 Project Costing
- Several other walkthroughs have been updated to reflect changes in PeopleSoft 8.9

### GMIS Training

GMIS training classes continue throughout the month of August with seventeen sessions currently scheduled. Upcoming classes include: Encumbrance Mgmt & Cleanup Workshop, Financial Reports Class, Query Writing Class, basic training classes for AP and AM modules, and more.

GMIS training classes are open to all state PeopleSoft users seeking to increase their knowledge of the PeopleSoft Financial System. With the Auditor of State transitioning to PeopleSoft, state accounting processes will be further engrained in PeopleSoft Financial software. Agency accounting staff should evaluate their comfort with PeopleSoft and seek opportunities to improve their PeopleSoft skills to reflect this transition.

Visit the GMIS website for a full class listing, class descriptions, and enrollment instructions.

# Focus on Internal Controls
## Development of ENCOMPASS Roles
New roles are being developed for use in the ENCOMPASS system to ensure adequate internal controls.  Segregation of duties, a very important component of internal controls, will be assured by the use of these roles.

As more information about these roles is released, your department may need to re-assign certain duties or re-evaluate certain current roles.  To give flexibility to fit the needs of various agencies, certain roles will be listed as "compatible", meaning they may be combined into the duties of one person.  Other roles will be listed as "incompatible", to prevent a single person combining these duties.

We are now testing roles in the areas of:
• E-Pro
• Accounts Payable
• Accounts Receivable/Cash Deposits
• General Ledger
• Asset Management

You will receive necessary information for switching to these roles prior to activation of the roles later this year.

# Improving System Response Time
## GMIS Study Results
GMIS completed a study of PeopleSoft online response times, which covered processes run during the typical workday of Monday through Friday, 7:00 am to 5:00 pm for the period June 1 to July 13.  During the study period there were 218 distinct processes run a total of 25,736 times. Three processes together make up more than 54% of the number and 67% of the run time of all workday processes

Recommendations to improve system performance are listed below:

### Changes for all Business Units
• Configure the central nightly batch processes to budget check all documents for all business units
• Instruct all business units to stop running budget checking on individual AP and GL documents during the workday unless there is an exceptional and time-critical need
• Implement AP voucher approvals for all agencies by October 1

### Changes for all AP Administrator Roles [496 users]
• Reduce the number of users in each agency that have the AP Administrator role and allow agencies to either convert it to an AP Operator role or drop the role
• Remove the authorization for these users to run budget checking, document tolerance checking, and posting for batches of vouchers and payments
• Allow AP Administrators to run budget checking, document tolerance checking, and posting for individual vouchers and payments
• Request an explanation of each time AP voucher budget checking, tolerance checking, or posting is run during the workday

### Changes for AP Operator roles [436 users]
• Remove the authorization to run budget checking, tolerance checking, and posting for both individual and batches of vouchers and payments

# Enterprise Pilot
## Overview

The ENCOMPASS team held several meetings to preview changes in business processes and functionality in the new ENCOMPASS system.  These sessions, called the Enterprise Pilot, covered process changes in the following PeopleSoft modules: Chart of Accounts, Commitment Control, General Ledger, Purchasing, Accounts Payable, Accounts Receivable, and Asset Management.

**What is the Enterprise Pilot?**

The enterprise pilot is a preview of the changes to expect in the ENCOMPASS financial system after go-live on Jan. 2, 2008.  The Enterprise Pilot represents a chance for agencies to get a first look at the new ENCOMPASS system.  Please visit the ENCOMPASS website (http://myshare.in.gov/sba/encompass/default.aspx) to view the presentation slides.

As a reminder, all State of Indiana PeopleSoft users will be trained on changes to the ENCOMPASS system through workshops and training sessions over the next six months.  If you have any questions regarding the ENCOMPASS implementation, please send us an email at ENCOMPASS@sba.in.gov.

# Town Hall
## Event Details

Due to year end closing activities, we did not have a Town Hall meeting for the month of July.  However, during that time there were many accomplishments that have been made on the ENCOMPASS project. We look forward to providing you updates on all of the strides that we have made, as well as share information about all of the new and exciting things to come!

The next Town Hall meeting will be held on Thursday, August 9, 2007!

The Town Hall will cover topics such as project updates, enterprise pilot, improving system response time, training, internal controls updates, and much more!

**When:** Thursday, August 9, 2007
**Time:** 9:00 a.m. – 10:30 a.m.
**Where:** Conference Center Auditorium
**Who's invited:** All members of the State Financial Management Community

# Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password.  Please visit it at anytime to get announcements and updated information. If a login screen does appear, enter your network ID and password.
ENCOMPASS Website Address: **http://myshare.in.gov/sba/encompass**

Please email us at:
**encompass@sba.in.gov**

If you have technical issues submit them to GMIS at
**http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp**